

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job

ADMINISTRATIVE ASSISTANT 4

OPENS: January 29, 2007
CLOSES: February 12, 2007
SALARY: \$2,910 to 3,722 per month, depending on qualifications (Range 46)
RECRUITMENT #: DR-003-07- OC

There is one opening for an Administrative Assistant 4 with the Washington Military Department's Emergency Management Division at Camp Murray (near Fort Lewis).

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

DIVISION MISSION

The mission of the Emergency Management Division is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at emd.wa.gov.

PRIMARY RESPONSIBILITIES

Under the supervision of the Emergency Management Director, acts as the primary assistant for the division's administrative matters. Responsibilities include but are not limited to the following:

- Coordinates administrative support for the Division Director, Assistant Division Director, Telecommunications Section, and Director's Office staff.
- Supervises two secretarial positions.
- Provides management, oversight and direction for the Division's time management and reporting programs and requirements.
- Trains staff to prepare timekeeping documentation and audits timesheets, overtime, and leave slips each pay period for errors prior to forwarding to finance.
- Coordinates the development and maintenance of Division Directives.
- Manages the building access and mail security programs.
- Responsible for the development, implementation and maintenance of office and division support programs.
- Provides training and professional development opportunities to administrative support staff.
- Assists in tracking Director's Office budget, and creating and devising methods to track office staff expenses.
- Ensures travel and conference requirements including hotel, air, registration, car, and itineraries for Director's Office staff are arranged and in compliance with rules and regulations.
- Provides professional administrative support as required during activations, emergencies and/or disasters.

REQUIRED QUALIFICATIONS

- One year of experience as an Administrative Assistant 3 OR
- Two years of experience as an Administrative Assistant 2, Secretary Administrative, or Secretary Supervisor; OR
- A Bachelor's degree in public administration, business administration or closely allied field and three years of administrative or supervisory experience.
- Additional qualifying experience may be substituted for education on a year-for-year basis. Graduate study may substitute for up to two years of experience on a year-for-year basis.

DESIRABLE SKILLS /ABILITIES TO:

- Interview, hire, assign and direct work, evaluate, and discipline one or more employees. Set expectations, instruct, coach and identify training needs.
- Manage calendar/schedule for supervisor (commit supervisor's time and establish priorities), represent supervisor at meetings, prepare correspondence on behalf of supervisor, and inform, organize, and otherwise support supervisor.
- Coordinate with others inside or outside the organization to share information, make decisions, arrange for services or other assistance, and/or implement solutions to problems or complaints.
- Compose directives, administrative policies and procedures, contracts/interagency agreements, office security plans, and other business communications or documents.
- Research, identify and access sources, evaluate and select data, draw conclusions and make decisions based on information and/or explain or provide information to assist or inform others.
- Communicate effectively both verbally and in writing.
- Document and/or update information in written or electronic form to maintain accurate and complete records. Examples include: timekeeping, logging requests for information, updating customer accounts, and posting data in spreadsheets or databases.
- Establish, revise, update, and/or maintain numerical and/or alphabetical filing systems; or, use an electronic filing and storage system (i.e. bar codes, indexing, etc.).
- Establish and maintain office procedures, standards, priorities, work methods, and deadlines, and initiate actions to ensure efficient workflow and attainment of work goals.
- Plan and schedule business travel arrangements, maintain and track travel advances, and prepare and maintain travel itineraries, vouchers, and expense reports
- Select, order/acquire, store, track and distribute office equipment and supplies; track and document usage, apply loss control practices, and ensure sufficient supply levels.
- Establish and maintain office procedures, standards, priorities, work methods, and deadlines, and initiate actions to ensure efficient workflow and attainment of work goals.
- Willing to maintain the highest level of confidentiality at all times
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks while working in a stressful environment during times of local, state or national emergencies.
- Use Microsoft Office Suite to create complex documents in support of the Division's mission.

CONDITIONS OF EMPLOYMENT

- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Ability to serve in an operational capacity in the Emergency Operations Center, joint information center, and/or field offices or command posts during emergencies and disasters, which may include shift work, rotating hours and long hours, to assist with disaster response and recovery.
- Willing and able to work in adverse conditions such as rain, fog, ice, snow, wind, extreme ambient temperatures (heat or cold), heights, uneven terrain, adjacent to raging flood waters, or small cramped spaces.
- Willing to travel in and/or out of state. May be required to be away from home for extended periods of time.

APPLICATION PROCESS

Individuals interested in applying for this position should submit an applicant package that includes the following items to applicant7@mil.wa.gov.

1. A letter of interest, not to exceed three pages, specifically outlining how you meet the desirable qualifications.
2. A current resume listing education, names of employers with dates of employment, and a concise description of experience for each position held.

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.